

DDS&T 552-75

13 FEB 1975

MEMORANDUM FOR: Chief, Records Center
THRU : Chief, Records Administration Branch/ISAS
SUBJECT : Temporary Approval to Retire OSA/DDS&T
Records by OEL/DDS&T & OD&E/DDS&T

1. Permission is requested by OEL and OD&E to retire certain files series to the Records Center that are listed in the records control schedule of the disestablished Office of Special Activities.

2. Because OEL and OD&E intend to amend their records control schedules to include the above mentioned files series, this waiver is only being asked for 30 days. Please call me if you have any questions regarding this request.

 STATINTL

DDS&T Records Management Officer

Approved:

/s/ 

STATINTL

C/RAB/DDSA/ISAS

14 FEB 1975

CLASSIFICATION

Approved For Release 2001/08/31 : CIA-RDP78-07347A000100300001-0

DATE

MICROFILMING PROPOSAL FOR EVALUATION

15 JAN 73

TO: Agency Records Management Officer
702 Magazine Building

FROM:

DDS&T/OSA

THRU: Directorate Records Management Officer

FILE IDENTIFICATION (Include Title, Description, and inclusive dates)

CHRONO FILES 1970 thru 1971

STATINTL

IS FILE ON RECORDS CONTROL SCHEDULE		SCHEDULE NO.	ITEM NO.	OFFICE	LOCATION OF FILE (Room and Building)
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		93-67-1	4	OSA	1D-08 [REDACTED] BLDG
PRESENT VOLUME (cu. ft.)		REFERENCES PER MONTH		RETENTION PERIOD	RECORDS CENTER
3		3		ANNUAL	TEMPORARY
OFFICE SPACE		RECORDS CENTER		EST. ANNUAL GROWTH (cu. ft.)	ANNUAL GROWTH
3		3		2	INTERFILED
FILE ARRANGEMENT (alpha, numeric, chrono, etc.)		IF REARRANGEMENT OF FILE NECESSARY, DESCRIBE			
NUMERIC		NONE			

FILE USAGE					
WHO HAS ACCESS TO FILES (clerks, analysts)		FILE SERVES HOW MANY		WHERE ARE USERS LOCATED	
OSA STAFF		150			
DESCRIPTION OF FILE MAKEUP					
<input checked="" type="checkbox"/> LETTER		CARD		MAPS	
<input type="checkbox"/> LEGAL		PLANS		ENG. DRAWINGS	
PAPER SIZE <input checked="" type="checkbox"/>	UNIFORM	VARIES	MAX. SIZE	ADP TAB PAPER	
PAPER STOCK	UNIFORM <input checked="" type="checkbox"/>	VARIES	BOND <input checked="" type="checkbox"/>	OTHER (specify)	
PAPER COLOR	UNIFORM <input checked="" type="checkbox"/>	VARIES	WHITE	PHOTOS	OTHER (specify below)
FILE MAKEUP	ORIGINAL <input checked="" type="checkbox"/>	CARBONS <input checked="" type="checkbox"/>	REPROS	GREEN	OTHER (specify below)
FASTENERS	PRONGS	CLIPS	STAPLES	1 SIDE	2 SIDES
				STITCH	GLUE
				OTHER (specify below)	

OTHER FACTORS WHICH MAY AFFECT MICROFILMING

NONE

EST % OF UNPRODUCTIVE MATERIAL CURRENTLY IN THE FILE	WHO WILL PURGE FILE BEFORE FILMING	ADDITIONS TO FILE WILL BE FILMED	INDEXING NEEDED
	RMO & STAFF	QUARTERLY <input type="checkbox"/> ANNUALLY <input type="checkbox"/> SEMI-ANNUAL <input checked="" type="checkbox"/> OTHER <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

PURPOSE OF MICROFILMING					
<input checked="" type="checkbox"/> DISPOSAL (To reduce cost of space or equipment)	TO PRODUCE FILM OR PAPER COPIES	TO SAVE LABOR AND TIME IN REPETITIVE OPERATIONS	PRESERVATION OF DETERIORATING RECORDS	SECURITY (Vital Records) <input checked="" type="checkbox"/>	OTHER (Describe below)

INDICATE NATURE OF PURPOSE, IF ABOVE DESCRIPTION IS NOT ADEQUATE. (Also include proposed disposition of hard copy after filming is completed.)

INDEXING WILL BE ACCOMPLISHED ON FORM 3192

STATINTL

HARD COPIES WILL BE PROOFED FOR ACCURACY AND DESTROYED

REVIEWS AND CONCURRENCES

AGENCY RMO

1/19/73 11/08/31 CIA-RDP78-073